

## STEP BY STEP SKILLBUILDER TRAINING GUIDE

Log in to [www.perspectivesltd.com](http://www.perspectivesltd.com) and click the 'Individual & Family Login' at the top right.



### Engage and empower your people to deliver outstanding results

When employees' mental, physical, financial, family or other aspects of life are out of balance, work productivity suffers. Low morale and poor results also arise from culture, team cohesion or leadership issues. Whether for individuals, groups or the organization—you need solutions.

ABOUT US

Our approach is compassion-



Next, enter your username: mega and password: perspectives

×

### Login to WorkLife:

Log in here to access resources and tools tailored for you and your organization. Reach us by phone 24/7/365 at 800.456.6327 to speak with a counselor or schedule a session.

Username

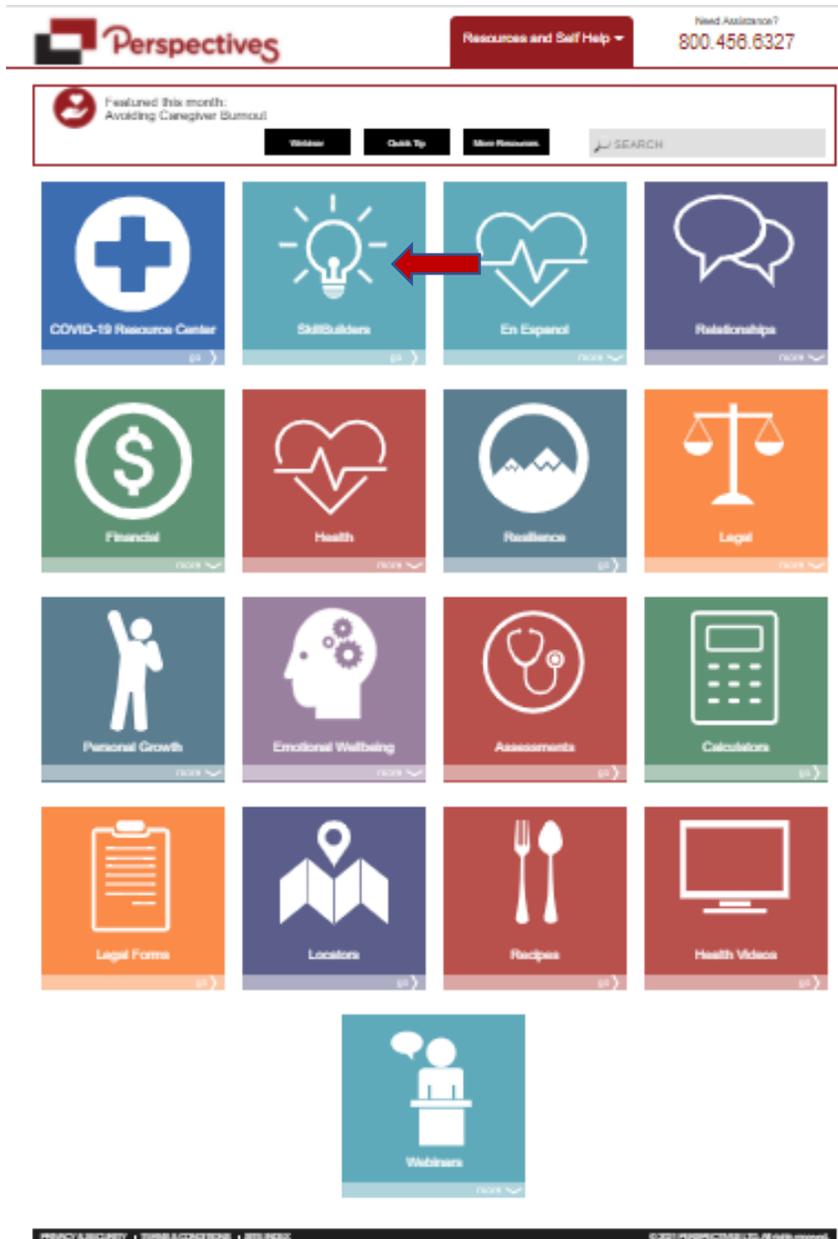
Password

LOGIN

You will then enter onto the home page of your Perspectives EAP work/life online website.

For Skillbuilder online Trainings, click on the blue square “skillbuilders”

Skillbuilders are self guided online tutorials in areas of personal and professional growth. They are available 24/7 and once you sign up and log in, you will receive a completion certificate at the end.



Featured this month:  
Avoiding Caregiver Burnout

Webinar Quick Tip More Resources

SEARCH

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Financial Health Resilience Legal

Personal Growth Emotional Wellbeing Assessments Calculators

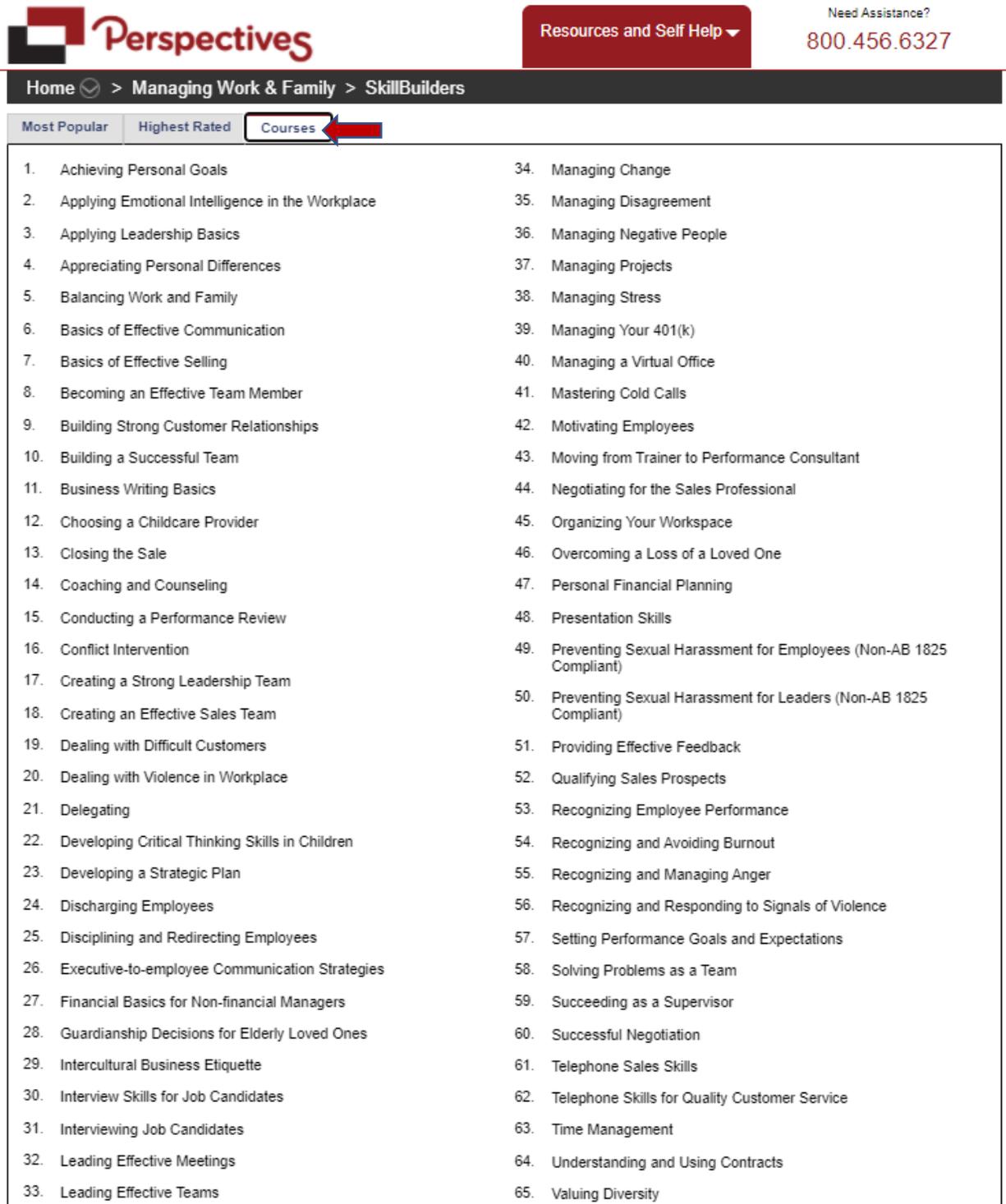
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Webinars

PRIVACY & SECURITY | TERMS & CONDITIONS | 800.456.6327

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The skillbuilders page will look like this. If you click on “courses”, you will see all available skillbuilders. There are currently 65 different courses available. Once you find one you are interested in, click on the desired course name.



The screenshot shows the Perspectives website's SkillBuilders page. At the top, there is a navigation bar with the Perspectives logo on the left, a "Resources and Self Help" button in the center, and a "Need Assistance? 800.456.6327" link on the right. Below the navigation bar is a breadcrumb trail: "Home > Managing Work & Family > SkillBuilders". Underneath the breadcrumb trail are three tabs: "Most Popular", "Highest Rated", and "Courses". The "Courses" tab is selected and highlighted with a red arrow. Below the tabs is a list of 65 courses, numbered 1 through 65, arranged in two columns. The courses include topics such as "Achieving Personal Goals", "Managing Change", "Applying Emotional Intelligence in the Workplace", "Managing Disagreement", "Applying Leadership Basics", "Managing Negative People", "Appreciating Personal Differences", "Managing Projects", "Balancing Work and Family", "Managing Stress", "Basics of Effective Communication", "Managing Your 401(k)", "Basics of Effective Selling", "Managing a Virtual Office", "Becoming an Effective Team Member", "Mastering Cold Calls", "Building Strong Customer Relationships", "Motivating Employees", "Building a Successful Team", "Moving from Trainer to Performance Consultant", "Business Writing Basics", "Negotiating for the Sales Professional", "Choosing a Childcare Provider", "Organizing Your Workspace", "Closing the Sale", "Overcoming a Loss of a Loved One", "Coaching and Counseling", "Personal Financial Planning", "Conducting a Performance Review", "Presentation Skills", "Conflict Intervention", "Preventing Sexual Harassment for Employees (Non-AB 1825 Compliant)", "Creating a Strong Leadership Team", "Preventing Sexual Harassment for Leaders (Non-AB 1825 Compliant)", "Creating an Effective Sales Team", "Providing Effective Feedback", "Dealing with Difficult Customers", "Qualifying Sales Prospects", "Dealing with Violence in Workplace", "Recognizing Employee Performance", "Delegating", "Recognizing and Avoiding Burnout", "Developing Critical Thinking Skills in Children", "Recognizing and Managing Anger", "Developing a Strategic Plan", "Recognizing and Responding to Signals of Violence", "Discharging Employees", "Setting Performance Goals and Expectations", "Disciplining and Redirecting Employees", "Solving Problems as a Team", "Executive-to-employee Communication Strategies", "Succeeding as a Supervisor", "Financial Basics for Non-financial Managers", "Successful Negotiation", "Guardianship Decisions for Elderly Loved Ones", "Telephone Sales Skills", "Intercultural Business Etiquette", "Telephone Skills for Quality Customer Service", "Interview Skills for Job Candidates", "Time Management", "Interviewing Job Candidates", "Understanding and Using Contracts", "Leading Effective Meetings", "Valuing Diversity", and "Leading Effective Teams".

Home > Managing Work & Family > SkillBuilders

Most Popular Highest Rated Courses

1. Achieving Personal Goals
2. Applying Emotional Intelligence in the Workplace
3. Applying Leadership Basics
4. Appreciating Personal Differences
5. Balancing Work and Family
6. Basics of Effective Communication
7. Basics of Effective Selling
8. Becoming an Effective Team Member
9. Building Strong Customer Relationships
10. Building a Successful Team
11. Business Writing Basics
12. Choosing a Childcare Provider
13. Closing the Sale
14. Coaching and Counseling
15. Conducting a Performance Review
16. Conflict Intervention
17. Creating a Strong Leadership Team
18. Creating an Effective Sales Team
19. Dealing with Difficult Customers
20. Dealing with Violence in Workplace
21. Delegating
22. Developing Critical Thinking Skills in Children
23. Developing a Strategic Plan
24. Discharging Employees
25. Disciplining and Redirecting Employees
26. Executive-to-employee Communication Strategies
27. Financial Basics for Non-financial Managers
28. Guardianship Decisions for Elderly Loved Ones
29. Intercultural Business Etiquette
30. Interview Skills for Job Candidates
31. Interviewing Job Candidates
32. Leading Effective Meetings
33. Leading Effective Teams
34. Managing Change
35. Managing Disagreement
36. Managing Negative People
37. Managing Projects
38. Managing Stress
39. Managing Your 401(k)
40. Managing a Virtual Office
41. Mastering Cold Calls
42. Motivating Employees
43. Moving from Trainer to Performance Consultant
44. Negotiating for the Sales Professional
45. Organizing Your Workspace
46. Overcoming a Loss of a Loved One
47. Personal Financial Planning
48. Presentation Skills
49. Preventing Sexual Harassment for Employees (Non-AB 1825 Compliant)
50. Preventing Sexual Harassment for Leaders (Non-AB 1825 Compliant)
51. Providing Effective Feedback
52. Qualifying Sales Prospects
53. Recognizing Employee Performance
54. Recognizing and Avoiding Burnout
55. Recognizing and Managing Anger
56. Recognizing and Responding to Signals of Violence
57. Setting Performance Goals and Expectations
58. Solving Problems as a Team
59. Succeeding as a Supervisor
60. Successful Negotiation
61. Telephone Sales Skills
62. Telephone Skills for Quality Customer Service
63. Time Management
64. Understanding and Using Contracts
65. Valuing Diversity

You will then see a register/sign in page. If this is your first time, then you will need to register. Keep your chosen username/password for future skillbuilder trainings or for viewing webinars. If you already have a sign in and have previously registered, simply sign in.

## Individual Account Required

In order to view the requested content and other special features on this website, you need an individual account.

If you are already registered for an individual account, please enter your information using the sign in form to the right. If not, please create an individual account using the simple registration form below. Once registered, write down your user name and password to easily access special features in the future.



### Register

User Name  
\_\_\_\_\_

Password  
\_\_\_\_\_

Verify Password  
\_\_\_\_\_

Reminder  
What is your mother's maiden name ▾

Passphrase  
\_\_\_\_\_

I agree to the terms of use  
 Sign me in for 30 days

**REGISTER**

**CANCEL**

### Sign In

User Name:  
\_\_\_\_\_

Password:  
\_\_\_\_\_

[Recover Password](#)

Keep me signed in for thirty (30) days unless I sign out. (Uncheck if on a shared computer)

**SIGN IN**

The courses are self paced and approximately 45-60 minutes in length if done in one sitting. If you need to pause or stop midway through, you can resume the next time you log in.

Upon completion of a course, you will receive certificate of completion for your records.